

A M E N D M E N T

**MERIT PROMOTION
VACANCY ANNOUNCEMENT**

**QUENTIN N. BURDICK MEMORIAL HEALTH CARE FACILITY
PERSONNEL DEPARTMENT
PO BOX 160, BELCOURT, ND 58316**

ABERDEEN AREA IHS IS A SMOKE FREE ENVIRONMENT

April 14, 2005

**(THIS IS TO AMEND POVN# BE-MPP-05-05-BE TO CORRECT LOCATION:
X-RAY DEPARTMENT)**

POSITION: Diagnostic Radiologic Technologist **LOCATION:** Indian Health
Hospital **BE6304** **Medical Records**
Dept., **Belcourt, North**
Dakota

SALARY:

GS-0647-07, \$36,681, or

GS-0647-08, \$40,620 per annum
05-BE

VACANCY NUMBER: BE-MPP-05-

OPENING DATE: April 13, 2005 **CLOSING DATE:** Open Until
Filled Applications and related documents must be received at the above
address by 5:00pm on the closing date of this announcement. For
information contact: Donna Belgarde, Human Resource Specialist at (701)
477-6111. All applications are subject to retention; no requests for copies will
be honored. Applications can be fax to (701) 477-8410. (NOT RESPONSIBLE
FOR UNSUCCESSFUL TRANSMISSIONS). Applications by e-mail will be
accepted. It is the responsibility of the applicant to submit a complete
application.

E-MAIL TO: donna.belgarde@mail.ihs.gov

APPOINTMENT:

☒ **Permanent**
☐ **Not-To-Exceed** The
applicant selected for this
position may be appointed to
either a one year appointment
or an appointment in excess
of one year, depending on the

WORK SCHEDULE:

☒ **Full-Time**
☐ **Part-Time**
☐ **Intermittent**

**AREA OF
CONSIDERATION:**

☒ **IHS Wide**
☐ **DHHS Wide**

ON CALL:

☒ **Yes**

status of the applicant.

☐ **No**

MOVING: Travel will be paid provided all legal and regulatory requirements and travel regulations are met.

CONDITIONS OF EMPLOYMENT:

CALL BACK DUTY – Call back duty is defined as irregular or occasional work performed by an employee on a day when the work was not scheduled for the employee. This will require the employee to return to his/her place of employment within the specified time frames.

In accordance with the IHS employee immunization policy, selectee will be required to be immunized against measles and rubella by providing documentation/proof of immunity to measles and rubella OR being vaccinated prior to or at the time of their entrance on duty. Persons born before 1957 are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of a vaccine or have a history of severe reaction to a vaccine or who are currently pregnant. This applies to candidates for positions in any Service Unit or applicants who are applying for Area Office positions, may be required to be immunized if he or she provides services or has contact with patients at the Service Units.

All applicants are required to complete the attached "Required Application Questionnaire for Child Care Positions" and "Signature, Certification, and Release of Information" form to determine eligibility for federal employment.

Your application may not be considered for this designated child care worker position if you do not complete and submit this form or if you answer "YES" to either of the two questions.

NOTE: Applicants must provide work experience (paid/non-paid) – Job Title (include series and if Federal job), duties, responsibilities and accomplishments (if you describe more than one type of work, i.e., carpentry and painting, or personnel and budget, write the approximate amount of time you spent doing each), employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), **AVERAGE HOURS WORKED PER WEEK**, and salary (beginning/ending).

Persons who submit incomplete applications will be given credit only for the information they provide and may not receive full credit for their veteran preference determination, Indian Preference, education, training and/or experience, also, additional or alternate selection may be made within 90 days of the date the selection roster was issued if the position becomes vacant or to fill an identical position.

GRADE POTENTIAL: ☒ **Yes** to grade GS-08 ☐ **No**

SUPERVISORY/MANAGERIAL: ☐ **YES** ☒ **NO**

*May require one year probation

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S.C. CODE, SECTION 472 AND 473). THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER. THE INDIAN HEALTH SERVICE HAS A ZERO TOLERANCE SEXUAL HARASSMENT POLICY, IHS CIRCULAR NO. 95-11, IN PLACE WHICH IT DISSEMINATES TO ITS EMPLOYEES.

WHO MAY APPLY FOR PERMANENT POSITIONS: (1) Federal employees occupying a permanent position who have competitive civil service status or those who acquired comparable status as a result of serving in an IHS excepted service position on an Excepted appointment; (2) Indian Preference eligibles occupying a temporary position or unemployed; (3) Other sources, e.g., positions covered by severely handicapped; Reinstatement eligibles, etc; (4) Current permanent employees with Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. Applicants must indicate on their application whether they are applying under the Merit Promotion Plan, Excepted Service Examining Plan, or both.

WHO MAY APPLY FOR TEMPORARY POSITIONS: Applications will be accepted from most anyone if the position is temporary and will last one year or less. Applications will also be accepted from Indian Preference applicants if the appointment will be made in excess of one year. Non-Indians may apply for term positions provided he or she has status and the appointment can be made in the competitive service. "Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply."

DUTIES AND RESPONSIBILITIES: Under the general supervision of the Radiology Department Supervisor, the purpose of this position is to perform Diagnostic Radiologic Technologist Services. Performs computerized axial tomographic scanning procedures of the head and body. Independently operates Radiography equipment both fixed and portable, C-arm Fluoroscopy instrument, Computed Tomography Scanner and CT contrast injector. Uses proper darkroom processing procedures on a daily basis, including QC and maintenance as necessary to meet ACR and JCAHO standards. Performs quarterly monitoring and result documentation of radiation accumulation in protective lead gloves and aprons for detection of radiation leaks. Participates in Emergency Call-Back on a rotating basis with other department staff, and will work a regular scheduled shift.

QUALIFICATION REQUIREMENTS: Candidate must meet qualification standards as specified in OPM Operating Manual (Qualification Standards for General Schedule Positions) and/or the Excepted Service Qualification Standard:

NOTE: Public Law 97-35 requires that persons who administer radiologic procedures that did not accredit training in that field at the time of graduation, or (b) meet the credentialing standards in 42 CFR Part 75. Essentially, they must (1) have successfully completed an educational program that meets or exceed the standards described in that regulation, and is accredited by an organization recognized by the Department of Education, and (2) be certified as radiographers in their field. The following meet these requirements: (1) Persons employed by the Federal Government as radiologic personnel prior to the effective date of regulation

(January 13, 1986) who show evidence of current or full satisfactory performance of certification of such from a licensed practitioner such as a doctor of medicine, osteopathy, dentistry, podiatry, or chiropractic who prescribes radiologic procedures to others. (2) Persons first employed by the Federal Government as radiologic personnel after the effective date of the regulation who (a) received training from institutions in a State or foreign jurisdiction participated in a State of foreign jurisdiction that did not license that particular field or did not allow special eligibility to take a licensure examination for those who did not graduate from an accredited education program, provided that such person show evidence of training, experience, and competence as determined by OPM or the agency.

ALL APPLICANTS, HOWEVER MUST HAVE MET THE REQUIREMENTS BELOW:

GS-07: One (1) year of specialized experience equivalent at least the GS-06 level is required.

GS-08: One (1) year of specialized experience equivalent at least to the next lower grade level.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to: the operation of diagnostic radiology equipment under the direction of radiologists or other medical officers to produce radiographic studies used in medical diagnosis and treatment.

OR

EDUCATION AND TRAINING: Qualifying educational programs for radiography and radiation therapy technology are available in accredited colleges, universities, hospitals, medical schools, or post secondary technical or vocational schools. Education or training from programs based in hospitals must have been from those hospitals that were accredited at the time of education or training by the Joint Commission on Accreditation of Hospitals or by the American Osteopathic Association.

EXCEPTED SERVICE QUALIFICATION REQUIREMENTS: Same as above.

Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Applicants who meet the basic qualification requirements and selective factors described in this announcement will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisal, etc., indicate they possess the knowledge, skills, and abilities described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA's either on their application/resume or as a separate attachment. The information provided will be used to determine the "best qualified" candidates.

SUPPLEMENTAL QUESTIONNAIRE – KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of radiation protection standards, devices and techniques.
2. Knowledge of anatomy and physiology.
3. Knowledge of methods, techniques and quality control required for processing radiographic films.
4. Ability to communicate verbally and in writing with others.
5. Knowledge of radiographic exposure techniques including: (a)How to formulate for determining technique factors: (b)Control Density, Contrast and Distortion; and (c)Use of intensifying screens, buckys, collimators, filters, grids, etc.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

HOW TO APPLY: Applicants must submit their applications to the Quentin N. Burdick Memorial Health Care Facility, Personnel Office, Indian Health Service, PO Box 160, Belcourt, ND 58316.

ALL APPLICATIONS MUST INCLUDE ALL THE APPLICABLE DOCUMENTS:

1. Applicants may submit ONE of the following: a) OF-612, Optional Application for Federal Employment; b) SF-171, Application for Federal Employment; c) Resume; or d) any other written application format.
2. Current Performance Rating, if available.
3. Applicants claiming Indian Preference **MUST** submit along with their application, FORM BIA-4432, Verification of Indian Preference. **BIA FORM-4432 IS THE ONLY FORM OUR OFFICE WILL ACCEPT.** Current IHS employees of Aberdeen and Bemidji Areas need only indicate on their application that verification is on file in their Official Personnel Folder (OPF).
4. If you wish to substitute appropriate education for experience, you **MUST** submit your transcripts along with your application. If your education is appropriate for the position being filled then your education may be substituted for experience.
5. For current or former Federal employees, a copy of your latest Notification of Personnel Action (SF-50B) is required.
6. All applications for this position **MUST** include the attached "Required Application Questionnaire for Child Care Positions" and "Signature, Certificate, and Release of Information" form (see attachments).

EMPLOYMENT OF PEOPLE WITH DISABILITIES: IHS provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Alice LaFontaine, Selective Placement Officer, at (605) 226-7213. The decision on

granting reasonable accommodation will be on a case-by-case basis.

VETERAN'S PREFERENCE CERTIFICATION: Form DD-214 indicating discharge and or Form SF-15, claiming 10 point preference. Veteran's Preference is not applicable to current permanent employees with the Department of Health and Human Services, Federal employees with competitive status or reinstatement eligibles unless you are eligible for Indian Preference and wish to be considered for the Excepted Service. No preference will be allowed unless a copy of the DD-214 is attached to the application.

APPLICATION INSTRUCTIONS FOR PUBLIC HEALTH SERVICE

COMMISSIONED CORPS CANDIDATES: Active duty applicants should submit the following:

1. Copy of resume or curriculum vitae showing work experience, dates of employment, names and addresses of supervisors, include any education and other information reflecting individual qualifications for consideration.

Commissioned Corp Applicants claiming Indian Preference must submit BIA form 4432 and will be evaluated against existing applicable standards.

INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION

FORMATS: Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Personnel Office to make a determination that you have the required qualifications for the position. **Failure to include any of the information listed below may result in loss of consideration for this position. Additional information will not be solicited by this office.**

- a. Announcement Number, Title, and Grade of the job for which you are applying.
- b. Full name, mailing address (with zip code) and day/evening telephone numbers (with area codes).
- c. Social Security Number
- d. Country of citizenship
- e. Veteran's preference
- f. Highest Federal Civilian Grade held (give job series and dates held).
- g. High School - Name, City, State (with zip code), and date of diploma or GED.
- h. Colleges and Universities - Name, City, State (with zip code), majors, type and year of any degrees received (if no degree show total semester/quarter hours earned) (Attached transcripts).
- i. Work experience (paid/nonpaid)-Job title (include series and if Federal job), duties, responsibilities and accomplishments (*if you describe more than one type of work, i.e., carpentry and painting, or personnel and budget, write the approximate amount of time your spent doing each*), employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), average hours worked per week, and salary (beginning/ending).
- j. Indicate if we may contact your current supervisor.
- k. Job-related training courses, skills, certificates, registrations, and licenses (current only), honors, awards, and special accomplishments.

DO NOT SUBMIT POSITION DESCRIPTIONS. All applications must be signed and dated. All material submitted for consideration under this announcement becomes the property of the Division of Personnel Management and is subject to verification. Careful consideration should be given to the

information provided, fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and or determination of unsuitability for Federal employment.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) FOR SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES) you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a CES and, the date of the RIF separation has not passed and you are still on the rolls of the DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of a least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by the DHHS in the same commuting area (or nationwide for IHS employees GS-09 and above) of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation etc.)
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as a RIF separation notice, a letter from the Office of Personnel Management (OPM) or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and shows disability annuity has been or is

being terminated; or

4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates Retirement in lieu of RIF; or
5. Retired under the discontinued service retirement option; or
6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

- B. Former Military Reserve or National Guard Technicians who are receiving a special OPM disability retirement annuity under section 8337 (h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating on record of a least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.
4. Occupy or be displaced from a position in the same local commuting area (or nationwide for IHS employees GS-09 and above) of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER.

Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature (sign in ink)

Date

Addendum to Declaration for Federal Employment (OF 306)
Indian Health Service
Child Care & Indian Child Care Worker Positions

Item 15a. Agency Specific Questions

Name: _____

(Please print)

Social Security Number: _____

Job Title in Announcement: _____

Announcement Number: _____

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

1) Have you ever been arrested for or charged with a crime involving a child?
YES _____ NO _____

[If YES, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]

2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children?

YES _____ NO _____

[If YES, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3)), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. *Please do not send completed data collection instruments to this address.*

FORM APPROVED: O.M.B. NO. 0917-0028

Expires 11/30/2005